

DRAFT MINUTES OF THE MEETING OF THE CPSA BOARD OF DIRECTORS

Held at CPSA, Bisley

On **Wednesday 4 December 2024**

PRESENT:

DR J Martin	(JM)	E. Midlands Regional Director – Chairman
Mr M Machin	(MM)	W. Midlands Regional Director – Vice Chairman
Mr P Saich	(PS)	Southeast Regional Director
Mr J Leightley	(JL)	North Regional Director
Mrs N Heron	(NH)	National Director
Mr C Smith	(CS)	National Director
Ms L Goodman	(LG)	National Director
Mr D Rollason	(DR)	Independent Director
Mr C Burrows	(CB)	Independent Director
Mr I Parker	(IP)	Chief Executive
Ms C Alger	(CA)	Operations Manager
Mrs A Ford	(AF)	Minutes Secretary

APOLOGIES: Mr R Faulds MBE (RF) Southwest Regional Director

QUORUM: A quorum was declared present.

CONFLICT OF INTEREST RE AGENDA: None

RATIFY MINUTES OF LAST MEETING:

Proposed by Peter Saich Seconded by Miles Machin

JM highlighted that there was a need to formally ratify the minutes of the August 2024 meeting

Proposed by Nicola Heron Seconded by John Leightley

INTRODUCTION:

JM introduced RV to the Board adding that he would not officially be stepping into the role of Director till after the AGM in March, noting that whilst he can attend the meetings during this period he is not officially allowed to vote.

JM also highlighted that Mike Williams has officially resigned as the senior tutor of the East Midlands after 24 years in the role.

MATTERS ARISING:

- The Board discussed the possibility of changing the frequency of the publication but recognised that this would in turn reduce the marketing opportunities for Fellows, noting that the end result may be a hybrid of both.
- JL queried as to whether there was a cost savings opportunity by looking at those households that receive multiple copies of the magazine, however IP responded that due to GDPR there was still a requirement to ask the subscribers permission to discontinue the publication, but the board agreed that there was no harm in finding out how many magazines this would involve taking out of circulation. CA to ask Pete to run the numbers to see how many households/magazines this would affect and to email these people to see if they would like to reduce their publication and follow up at the next meeting.

- **A4/0524 – Proposed Wording for Aim Point (IP).**
 - IP announced that he had not progressed any further with this action and therefore this should be carried over to the next meeting. **Action carried over to January meeting.**
- **A9/0524 - Competition/Targets only Ground option – rule change text (CA)**
 - CA stated that she needed to liaise with Pete on this as he needed to check with the shoot programme/system in relation to changing the naming conventions and that she would be able to update The Board early next week.
 - The Board discussed a recent development whereby a known regular shooter had mentioned that they would no longer continue their membership in light of the changes and that there were certain grounds who were already abusing the systems. Questions were raised as to why grounds knew as the changes had not been officially communicated.
 - JM concluded that it was imperative that CA complete the practicalities of implementing the rule change with Pete and then the Board can officially publish the changes before we look feedback noting that we need the dust to settle first.
 - **CA to confirm with The Board whether the shoot systems can be adapted for rule changes before Rule Change is publicly announced.**
- **A1/0824 – FEO Budget (IP)**
 - IP confirmed that whilst the FEO intend to run the event nationally no figure has been given by the Home Office, who will be in charge of this. IP outlined that they would inevitably want the CPSA to contribute but whether that was in manpower or actual monies, had not been discussed as yet. **It was agreed that this action could be removed from the Matters Arising agenda of the meeting and IP could update the board as and when there were any further updates.**
- **A1/1024 – Notification to Geoff Howlett re reinstatement (IP)**
 - IP confirmed that he had notified Geoff Howlett of his reinstatement but that as of right now he had not heard anything more from him. IP agreed to update The Board should he receive any communication with Geoff on the matter. **Action can be closed.**
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- **A6/1024 - Olympic Trap cartridge rule clarification (CA)**
 - CA stated that this had not been completed as yet as there is amendment sheet being published in January 2025 and so this will be captured then, adding that this was not a booklet 1 change.
- **A8/1024- Correspondence from Chris Borman (CA)**
 - CA outlined that she had liaised with Chris who was ok with the response from The Board, CA also stated that Chris was not aware of the disabled membership and therefore this action can be closed.

ACTION LOG:

- Please refer to the Action Log outlined at the end of the minutes.

UPDATE BY THE CEO

Membership

- IP stated that membership numbers currently stand at 21.5k and as with previous trends continues to decrease, as such we have still managed to maintain our overheads and there is a small surplus of which currently £7-9k, but post audit is likely to stand at £5k.
- IP stated that the data for the registered shoots year on year are very slightly down and that the mix across the discipline hasn't really shifted. IP added that recent comments from the grounds is that the registered shoots are well supported.
- IP also outlined that practice shoots are decreasing and that this has been confirmed as the sales of clay cartridges has also seen a reduction, already confirming the fact that people are shooting less.

Lead Ammunition Legislation

- IP disclosed that he had no further update on the matter as the HSE have been delaying this due to government workload, IP reiterated that there was a November deadline and that they were due to an issue a statement in December and that as far as he is aware this still stands, reiterating the need to be ready to set up the working groups to plan for the transition.

Regional AGM

- IP announced that the first one had taken place for the Northern region with the usual Q&As at the end of the meeting and was better attended than the CPSA AGM.
- CB enquired about an update to the grounds meeting, with JL confirming that it had been agreed that the first initial ones would be attended virtually but noting that it was well attended.

Stakeholder meeting

- The Thames Valley Police stakeholder meeting scheduled for 3rd December has been delayed till next year as they have new Super Intendent.

Audit meeting

- IP updated the board that so far, the audit is going well with the first initial discussion having happened. The audit will continue through December and into early January with an audit report at the next Board meeting in January.

CPSA Awards

- IP stated that the nomination review meeting took place yesterday and that the publishing of the nominations will take place next week, adding that there was a good response this year and that there were a huge number for Nathan and Amber, as they had expected.

Championships

- IP confirmed that the draft calendar is now online, with contracts with some selected grounds noting that they would also be relaunching Bisley 200 DTL in 2025 so we can reuse the trophy and adding that the ex-Bisley gun club members are on board and that was a good note.

WESP 2025

- IP confirmed that the priority booking tool went live yesterday, and that it seems to be working at the moment and that this is a trial run so that we can use this to fine tune the process.
- IP outlined that general booking would open on Sunday 8 December and that so far there have been quite a few comments on social media about the price along with a phone call from someone already.
- IP further added that the prize fund will need to be promoted for the the High Gun, Runner up and Third Overall. High Gun in Class will get a fixed figure of £1k.
- DR questioned the cost increase with IP responding that costs had increase overall on all bases as there are now 3 food nights and that whilst we could not make direct comparisons to the USA version it was nevertheless a step in the right direction.

WOW – Women of Westminster

- IP concluded that the event went well and that it was a success overall, IP thanked RV for his assistance adding that of the 23 attendees, only 3 had ever touched a gun before. IP added that he had received feedback from a couple of them who wanted to hold another one.

UPDATE BY THE OPERATIONS MANAGER

2025 Board meetings/AGM

- CA declared that she would be sending out teams invites for these shortly.

2025 Attendance Rota

- CA outlined the gaps in the attendance rota and the board discussed what events they could and could not commit to.

- DR also noted that if there were events that where directors were unable to attend due to conflicting schedules that he would be attend as a last resort measure.

CLARIFICATION OF ToRs for DISCIPLINE COMMITTEE & WORKING GROUPS (JL)

- JL referred to two papers that he had added a few contributions towards to the remit and tweaked slightly with the discipline committee adding that he wanted to get The Boards feedback.
- IP discussed that he had asked that CA look at this from a subcommittee view as he felt that these were currently in array with names of the committee members severely out of date, adding that these needed re-establishing to understand how those members were being selected.
- JM confirmed that traditionally each committee would have 2 members from each region and that CA had emailed out for an update on the committee members, but they had not had any responses as yet.
- NH clarified that there were differences on how each committee votes, how the meeting should be run and what members could attend.
- CA confirmed that the members do need to shoot that particular discipline to be a representative on the committee.
- JL stated that he had already reviewed ABT committee and would be asking Matt Panter if he wanted to join the ABT Sub Committee when he sees him again.
- The Board confirmed the chairman for each of the following sub-committee
 - DTL John Martin
 - ESK Carl Smith
 - ESP Miles Machin
 - ABT John Leightley
- It was agreed that the chairman of each of the above subcommittee need to confirm by email the list of members of each sub-committee.
- **A1/1224 – Chairmans of DTL, ESK, ESP & ABT to confirm their list of members by the March meeting (JM, CS, MM, JL)**
- JL enquired as to whether there was a SharePoint or area held within the CPSA website for the filing of all the sub-committee meetings, along with the remit documentation. IP confirmed that there is no specialist area but that a SharePoint area could be set up to hold the information.

Vote

In favour 9 Against 0

- JL enquired as to whether there were any previous minutes from the Finance or Classification Committees. IP confirmed that there had been no meetings in the last year as there had been no issues that were required discussing.
- JL referred that the second paper is an example of what the remit paper for the Finance subcommittee.
- Discussions were had on what remit the finance subcommittee would have given the size of the CPSA and it was agreed that the transparency of employee remuneration was not in the remit of sub-committee.
- JL reiterated that the paper was an example and that using the paper as an example points 1,2,7 & 8 he felt needed some more clarification.
- **A2/1224 – IP to review the remit paper for the Finance Subcommittee to bring this in alignment within the CPSA structure. IP to present finding to the JL and MM.**

ENGLAND TEAM MANAGERS

- CA referenced the nomination letters received in support of managers for each of the disciplines announcing the following.
 - FITASC Manager – Richard Weller will continue the post.
 - DTL Manager – David Amos will continue his tenure.
 - Olympic Trap Manager – Anita North will continue her role.
 - Sporting Manager – There were no nominations.

- The Board discussed as to why there were no nominations for the Manager role for the Sporting Discipline, with some enquiring as to whether the restrictions that you cannot shoot for the team will inevitably mean that not many will want to go for the role. The Board discussed the possibility of relaxing the rules, but it was agreed that if the rules were changed for the ESP team, then this would need to be relaxed elsewhere.
- The Board asked for clarification as to what the role of the Manager would encompass with IP confirming that it would entail attending one of the selection shoots, communicating between the potential England Members, being around to answer any questions from the Grounds, working with Suzanne on the team selection side and also help with advising the team once they are selected. IP outlined that it would also involve organising the team members with uniforms, timings and logistics when attending banquets/shoots and ensuring that the team are in the right place at the right time. IP added that this person would travel with the team to the USA, working alongside the CPSA in organising the team's accommodation, travel and visa requirements. IP highlighted that in return this person will be provided with uniforms, expenses paid for in relation to the championships and for the trip to the USA noting that there is one Home International event every year and one world championship every year.
- **A7/1024 – Readvertise the role of the England Sporting Team Manager (CA)**

CORRESPONDANCE

- N/A

AOB

Updating the Directors Area

- NH outlined that the Directors Area needing some updating with the photos and the new members.
- **A3/1224 – Directors Area of the CPSA website to be updated (CA)**

Gun applications update

- CS updated The Board that the Police are employing people to go through social media feeds for those people who are applying for a new or renewing their gun license. Also when there is a complaint brought to their attention. CS stated that this has now become a statutory requirement and that this will need highlighting in the regional meetings.
- **A4/1224 – Police force requirement for checking social media for those applicants for a new or renewing their gun license, to be added to the Regional AGMs (IP)**

Virtual Reality Shooting

- IP Discussed that the ISWS have set up a committee to develop VR shooting as they want it to be inclusive to cover all sides of shooting.

South Gloucester Shooting Ground

- MM revealed that he had received an email from the South Gloucester Shooting Ground, informing them that the Gloucester Police will not be running licenses for 2 years. MM informed the Board that BASC have gotten involved as well as the Local MPs and they are now up and running again. IP expressed that the police were not allowed to do this and that there had only ever been one instance of where it was allowed and that this was during Covid times.

BUCS event

- CB discussed that he attended the ground a couple of weeks ago, and that one of the after speaking to Clare Heney realised that we didn't get any income from this. CB responded that he would speak to the organisers about this.
- **A6/1224 – CB to discuss income raising with BUCs (CB)**

No other business was discussed